

C.I.G. Administrative Instructions

Approved for Release 2001/08/07 : CIA-RDP81-01730R000100010004-4

UNCLASSIFIED

1 of 1

File

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

27
27 July 1949

SUBJECT: Reporting Postage Stamp Disposition

1. Effective 1 July 1949, postage stamp custodians will report postage stamp disposition and activity on "Postage Stamps Disposition and Summary Report" Form No. 34-13 July 1949, (sample attached). The new form replaces "Postage Stamp Disposition Record" Form No. 34-13 and "Foreign Stamp Disposition Record" Form No. 34-13a which should not be used ~~after 30 September 1949~~ hereafter.

2. The revised form will be submitted quarterly as of 30 September, 31 December, 31 March, and 30 June to the Budget Officer, Washington Office. The blank form is unclassified but when completed will be given appropriate security classification by the reporting office.

3. An initial supply of the new form has been forwarded to each using office. Future requirements will be requisitioned in the normal manner.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[REDACTED]
Captain, USN
Executive

ATTACHMENT: L.
DISTRIBUTION: A.

W3

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

✓ *File* ✓

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STATINTL

[REDACTED]
Captain, USN
Executive

ATTACHMENT: I.
DISTRIBUTION: A.

✓

1949 AUG 8 AM 11 24

BUDGET OFFICE

POSTAGE STAMP DISPOSITION RECORD AND SUMMARY REPORT

TO: Budget Officer
Washington Office

FROM:

PERIOD ENDING		Page No.
U. S. VALUE		VOUCHER NO.
\$		FOREIGN VALUE

DISPOSITION RECORD

[illegible]

I Certify that this disposition record is true and correct; that postage stamps for which values are entered above were used for official business; that a copy of each letter evidencing stamp expenditures is available for inspection.		Carry forward to next numbered page	TOTAL
---	--	-------------------------------------	-------

1949 AUG 8 AM 11 24

SIGNATURE OF CUSTODIAN

SIGNATURE OF RESPONSIBLE OFFICIAL

TITLE

DATE _____

TITLE

DATE _____

SUMMARY REPORT

FROM (DATE) 2001/08/02 : CIA-RDP81-00728R000100010048-1

THROUGH (DATE)

☐ Satisfactorily explain discrepancies between columns 4 and 7 or 5 and 8
or forward check payable to the Treasurer of the U.S. covering shortage

BEGINNING INVENTORY AND ADJUSTMENTS

PHYSICAL INVENTORY - END OF PERIOD

ITEM 1.	DENOMINATION 2.	UNITS 3.	AMOUNT-FOREIGN 4.	AMOUNT - U.S.\$ 5.	UNITS 6.	AMOUNT-FOREIGN 7.	AMOUNT - U.S.\$ 8.
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
SUB-TOTAL							
RECEIPTS AND/OR PURCHASES - ADD							
TRANSFERS OUT-DEDUCT							
STAMPS USED-DEDUCT							
NET BALANCE							

REMARKS: (Cite purchase voucher numbers and exchange rates; describe receipts other than local purchases; explain discrepancies, etc.) Use continuation sheet if necessary.

100 VNO 8 VN 11 54

OFFICE

I CERTIFY THAT THIS REPORT IS CORRECT AND THE STAMPS ON HAND AGREE WITH THE PHYSICAL INVENTORY.

SIGNATURE OF CUSTODIAN

DATE

SIGNATURE OF RESPONSIBLE OFFICIAL

DATE

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

STATINTL

[REDACTED]
Captain, USN
Executive

ATTACHMENT: I.
DISTRIBUTION: A.

INSTRUCTIONS: Complete this form in
writer. Foreign

POSTAGE STAMP DISPOSITION RECORD AND SUMMARY REPORT

TO: Budget Officer
Washington Office

FROM:

Page No.

PERIOD ENDING

VOUCHER NO.

U.S. VALUE	U.S. VALUE
100	100
200	200
300	300
400	400
500	500
600	600
700	700
800	800
900	900
1000	1000
1100	1100
1200	1200
1300	1300
1400	1400
1500	1500
1600	1600
1700	1700
1800	1800
1900	1900
2000	2000
2100	2100
2200	2200
2300	2300
2400	2400
2500	2500
2600	2600
2700	2700
2800	2800
2900	2900
3000	3000
3100	3100
3200	3200
3300	3300
3400	3400
3500	3500
3600	3600
3700	3700
3800	3800
3900	3900
4000	4000
4100	4100
4200	4200
4300	4300
4400	4400
4500	4500
4600	4600
4700	4700
4800	4800
4900	4900
5000	5000
5100	5100
5200	5200
5300	5300
5400	5400
5500	5500
5600	5600
5700	5700
5800	5800
5900	5900
6000	6000
6100	6100
6200	6200
6300	6300
6400	6400
6500	6500
6600	6600
6700	6700
6800	6800
6900	6900
7000	7000
7100	7100
7200	7200
7300	7300
7400	7400
7500	7500
7600	7600
7700	7700
7800	7800
7900	7900
8000	8000
8100	8100
8200	8200
8300	8300
8400	8400
8500	8500
8600	8600
8700	8700
8800	8800
8900	8900
9000	9000
9100	9100
9200	9200
9300	9300
9400	9400
9500	9500
9600	9600
9700	9700
9800	9800
9900	9900
10000	10000

[illegible]

DISPOSITION RECORD

[illegible]

I Certify that this disposition record is true and correct; that postage stamps for which values are entered above were used for official business; that a copy of each letter evidencing stamp expenditures is available for inspection.

SIGNATURE OF CUSTODIAN

SIGNATURE OF RESPONSIBLE OFFICIAL

TITLE

DATE _____

TITLE

DATE _____

FORM NO. 34-13 REPLACES PREVIOUS EDITIONS OF FORMS 34-13 AND 34-13A WHICH MAY NOT BE USED.

(OVER)

SUMMARY REPORT

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010048-1

FROM (DATE) THROUGH (DATE)

Satisfactorily explain discrepancies between columns 4 and 7 or 5 and 8
or forward check payable to the Treasurer of the U.S. covering shortage

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SUB-TOTAL							
RECEIPTS AND/OR							
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